

Retention and Classification Report

Agency: Iron County School District (Utah) (539)

2077 West Royal Hunte Drive
Cedar City, UT 84720
435-586-2804

Records Officer Cori Hyatt

23622	Audit reports
09668	Distribution report
23621	District directories
09667	Monthly retirement reports
09665	Payroll registers
25276	Publications
23624	School board minutes
09666	Transactional summary

AGENCY: Iron County School District (Utah)

SERIES: 23622

3

TITLE: Audit reports

DATES: 1923-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 5, Item 4.

AUTHORIZED: 05/10/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy

AGENCY: Iron County School District (Utah)

SERIES: 23622

TITLE: Audit reports

(continued)

provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY CLASSIFICATION:

Public UCA 51-2-3(3) (2008)

AGENCY: Iron County School District (Utah)

SERIES: 9668

3

TITLE: Distribution report

DATES: 1978-

ARRANGEMENT: Alphabetical by name and numerical by account number

ANNUAL ACCUMULATION:

DESCRIPTION:

This monthly computer report lists salary and benefits status. The report may come in two sections: an alphabetical listing by employee's name and numerical by account number. Both reports include the following information: employee names, social security numbers, account numbers, current amount paid, month-to-date total paid, quarter to date paid, and fiscal year-to-date paid.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 6, Item 6.

AUTHORIZED: 06/03/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 week and then destroy.

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

AGENCY: Iron County School District (Utah)

SERIES: 9668

TITLE: Distribution report

(continued)

APPRAISAL:

Administrative Fiscal

This retention is based on the fiscal needs expressed by the districts accountant. These reports are audited.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. social security numbers

AGENCY: Iron County School District (Utah)

SERIES: 23621

3

TITLE: District directories

DATES: 1917- 1935; 1940-1942; 1945-1960; 1969-1980; 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are directories of all district teachers and later all district staff. The first directories are only stapled sheets of paper and included name of teacher, teaching assignment, school address, grade or department taught, years of experience, and type of teaching certificate. Later directories became booklets and then bound books. They include name, district office or school, position title, business address and telephone number.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 1, Item 3.

AUTHORIZED: 03/05/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Records Center permanently.

AGENCY: Iron County School District (Utah)

SERIES: 23621

TITLE: District directories

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. home address and telephone number (UCA 63G-2-302(1)(f))

AGENCY: Iron County School District (Utah)

SERIES: 9667

3

TITLE: Monthly retirement reports

DATES: 1984-

ARRANGEMENT: Numerical by location code, thereunder alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a monthly report submitted to State Retirement on amounts contributed to retirement system. It is used for verification purposes. The Office of Education sends monthly the information on magnetic tape to State Retirement and prints a paper copy for the school district, later the Retirement Office sends the district worksheets to check data. Includes social security number, member name, fund agency, period covered, amount contributed, earnings, and amounts employee and employer paid.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

This retention is based on the administrative needs expressed by the district's business official.

AGENCY: Iron County School District (Utah)

SERIES: 9667

TITLE: Monthly retirement reports

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Iron County School District (Utah)

SERIES: 9665

3

TITLE: Payroll registers

DATES: 1960-

ARRANGEMENT: Numerical by location code, thereunder by name

ANNUAL ACCUMULATION:

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain 65 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 65 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then

AGENCY: Iron County School District (Utah)

SERIES: 9665

TITLE: Payroll registers

(continued)

destroy.

Paper: For records beginning in 1984 and continuing to the present. Retain in Office for 1 month and then destroy.

Computer output microfiche master: Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the district's Business Official. The Payroll register

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Iron County School District (Utah)

SERIES: 25276

3

TITLE: Publications

DATES: 1976-

ARRANGEMENT: Chronological by year.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the Iron County school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published. Holdings include Notice of Sale for School Building Bonds (1976).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 1, Item 24.

AUTHORIZED: 04/02/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY CLASSIFICATION:

Public

AGENCY: Iron County School District (Utah)

SERIES: 23624

3

TITLE: School board minutes

DATES: 1941-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are minutes of regular and special meetings of the Board of Education. They are used to document the actions and decisions of the Board. School board minutes record the adoption of annual budgets; the approval of expenditures; discussions of district policies. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 15, Item 2.

AUTHORIZED: 03/06/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Records Center permanently.

AGENCY: Iron County School District (Utah)

SERIES: 23624

TITLE: School board minutes

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Iron County School District (Utah)

SERIES: 9666

3

TITLE: Transactional summary

DATES: 1978-

ARRANGEMENT: Chronological, thereunder numerical by code

ANNUAL ACCUMULATION:

DESCRIPTION:

This monthly computer report lists all district financial transactions. It provides year-to-date detail information for all individual postings for the general ledger. It includes date, item description, transaction type, posting date, purchase order or receipt number, check number, encumbrance, debit or credit, account balance, and vendor.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 5, Item 24.

AUTHORIZED: 06/03/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month or until superseded and then destroy.

Computer output microfiche master: Retain in Office for 4 years or until superseded and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years or until superseded and then destroy.

APPRAISAL:

Administrative Fiscal

This retention is based on the administrative needs expressed by the district's Business Official.

AGENCY: Iron County School District (Utah)

SERIES: 9666

TITLE: Transactional summary

(continued)

PRIMARY CLASSIFICATION:

Public